

**BY ORDER OF THE COMMANDER
THIRD AIR FORCE**



AIR FORCE INSTRUCTION 36-1203

**THIRD AIR FORCE
Supplement 1**

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Personnel

ADMINISTRATIVE GRIEVANCE SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-1203, dated 1 May 1996, is supplemented as follows: This supplement applies to all units serviced by the 100th Mission Support Squadron Civilian Personnel Flight (100 MSS/DPC). It consolidates and presents guidance regarding procedures and installation-level officials designated to address grievance issues. It does not apply to United States Air Force Reserve and Air National Guard units.

3. Commanders. The following installation commanders have grievance examining and decision authority and responsibility regarding formal grievances from assigned employees: 3 AF/CC, 48 FW/CC, 100 ARW/CC, and 420 ABG/CC. The examining and decision authority for tenant units rests with the on-site unit commander on matters within the control of that chain of command. Grievances will be decided at the lowest level of decision authority in the employee's chain of command. When a deciding official designated herein is involved in the grievance or has a direct interest in the matter being grieved, the grievance will be forwarded to the next higher level of management for a decision.

10. Informal Dispute Resolution Process. Employees are encouraged to consider participation in Alternative Dispute Resolution (ADR) techniques, such as mediation, early in the grievance process. Since the use of ADR is voluntary, both the grievant and the respondent must agree to its use. Employees should notify their supervisor, deciding official or the servicing Employee Relations Specialist (100 MSS/DPCE) of their desire to participate in ADR. Normally, the ADR process will be completed within 30 calendar days. A management representative will notify the employee in writing that the process has been concluded. If the employee's concern is not resolved under the ADR process, the employee may file a grievance on the matter, but not later than 15 calendar days from management's final notification that the ADR process has been concluded.

11.2. Employees should address a formal grievance to the deciding official designated for their unit in paragraph **3.** and present it to the Civilian Personnel Flight (100 MSS/DPCE) for processing. The Civilian Personnel Flight will review the grievance for completeness and regulatory compliance before forwarding to the deciding official.

11.7. Review of grievance decisions (as allowed in paragraph **11.4** of the AFI36-1203) will be accomplished by the next higher management level above the grievance-deciding official. The reviewing official, in consultation with the Civilian Personnel and Legal offices, may elect to refer the case to Air Force Civilian Appellate Review Office (AFCARO) for review when deemed appropriate.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-1203, *Administrative Grievance System*

Abbreviations and Acronyms

ADR—Alternative Dispute Resolution

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